**To Place:**  
The Electricity Department, Date:  
Madhurawada,  
Visakhapatnam 530045.

Sub: Request for temporary power disconnect.

Respected Sir/Madam,

I am **[your name]**, have a house with **D No 2-102, in Ganesh Nagar, Madhurawada, Visakhapatnam 530045.**

I am planning to renovate my house and it can take 2-3 months to complete the renovation work.

The renovation works may damage the electricity meter and other electric equipment, so please temporarily disconnect the electricity supply of our house until I get back to you.

Looking forward to your kind response.

Thanking you.

Regards,  
Your name,  
Signature.  
Mobile no.